



Job Announcement

Job Title: Program Assistant
Department: Racial Justice Program
Reports to: Program Director
Location: New York, NY
Status: Full Time
FLSA Status (OT eligibility): Exempt

JOB SUMMARY

The Program Assistant reports to the Program Director and supports the Racial Justice Program team, currently comprised of the Program Director and a Program Officer. The Racial Justice Program at the Wellspring Philanthropic Fund builds power among Black communities to challenge anti-Black racism and White supremacy ideologies that perpetuate structural racism and a racialized criminalization system that marginalizes communities of color. The Program Assistant provides both administrative and programmatic support for the Racial Justice Program team.

KEY RESPONSIBILITIES

- **Administrative**
 - Assist team with tasks such as scheduling and coordinating meetings and convenings; making travel and other logistical arrangements; and taking on other tasks as needed.
 - Communicate with the Program Officer and Program Director about upcoming deadlines.
 - Maintain document filing system.
 - Help process consultant contracts and expense reports as needed.
 - Serving as a compliance checkpoint to ensure administrative spending stays within yearly budgets.

- **Programmatic/Grants Management**
 - Coordinate the Racial Justice grant portfolios as needed. This may include:
 - Preparing and tracking budget spreadsheets and grants calendars.
 - Serving as liaison with the grants management team.
 - Serving as a compliance checkpoint to ensure grantmaking stays within yearly budgets.
 - Supporting due diligence in reviews of grant proposals and applicant organizations.
 - In collaboration with the grants management team, entering records in the database and answering grantees' questions about the proposal process.
 - Communicating with grantees as needed.
 - Assisting the Program Officer and Program Director with drafting of summaries of grant proposals, and other writing as needed.
 - Assisting the Program Officer and Program Director as needed with tracking grantee work and outcomes, including reviewing grant reports, participating in meetings with grantees and other funders, and reading and tracking news and research related to the work.

Job Announcement

- **Research**
 - Conduct research as needed, including on criminal justice and racial justice issues, successful movement strategies and other topics as requested.
 - Ongoing tracking of grantee activities and news coverage, and trends in racial justice and criminal justice arenas.
 - Research and write donor-education materials and other materials for internal Wellspring use, such as client presentations, staff meeting presentations, work plans, and annual reports.

- **Communications/Planning**
 - Design visually engaging presentations that effectively incorporate graphics and videos.
 - Manage client updates, including by collecting newsworthy items, drafting updates, and consulting with the Racial Justice team on content edits.
 - Support planning processes such as the evaluation and development of new strategic plans.
 - Support tracking and completion of Program work plans.
 - Prepare, proofread and edit written products as requested.

- **External Program representation**
 - Coordinate calls and meetings and assist with the development of materials for funder education efforts, such as for conferences, affinity groups and donor collaborative funds.
 - Represent Wellspring at site visits, conferences or other meetings related to current and potential areas of investment and prepare notes to support team knowledge sharing.
 - Participate on Wellspring staff committees or working groups outside of the Racial Justice Program.

KNOWLEDGE AND SKILL REQUIREMENTS / QUALIFICATIONS

- Familiarity with, and demonstrated commitment to, criminal justice and racial justice issues affecting Black communities in the U.S.
- Experience working or volunteering in a social justice effort, organization, movement, or program.
- Excellent English language writing, editing and proofreading skills.
- Excellent research skills and analytic abilities.
- Excellent organizational skills.
- Comfort with quantitative information and data.
- Comfort with budgets and financial information.
- Ability to accurately summarize complex documents and synthesize written material.
- Initiative, resourcefulness and flexibility, and the ability to identify and solve problems.
- Ability to handle confidential client information, and other confidences, with complete discretion.
- Excellent interpersonal skills in a cross-cultural, team environment.
- Ability to multi-task, work well under pressure to meet deadlines, and work independently.
- Demonstrated willingness to learn and be open to new ideas.
- Familiarity and comfort with MS Office applications, online task management platforms, and other uses of technology, software, and social media.



Job Announcement

PREFERRED QUALIFICATIONS

- Experience in a nonprofit grant making, advocacy, or social justice organization.
- Experience with grants management databases.
- Experience with data visualization and communication tools.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

SALARY AND BENEFITS

Salary range: \$50,000 – \$55,000 based on experience. Wellspring offers a very generous benefits package including payment of 100% of the health insurance premiums for employees (and 80% of the premiums for spouses, domestic partners and qualified family members). Wellspring also offers other benefits including life insurance, long-term disability protection, a group 401(k) retirement plan (with an employer match), support for continuing education, and is committed to providing transgender-inclusive healthcare.

ABOUT WELLSPRING

Wellspring Philanthropic Fund is a private grantmaking foundation dedicated to advancing the realization of human rights and social and economic justice for all people. Wellspring has offices in New York, NY, and Washington, DC.

Wellspring's work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

- Social institutions and structures should promote the full realization of human rights and human potential, and should be accountable to these ends.
- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected.
- Social justice movements should employ means that are consistent with their ideals, and should give agency to the people whose interests they seek to advance.
- As responsible stewards, we must strive to maximize the impact of our charitable investments.

Wellspring Philanthropic Fund hires, promotes and retains employees based on their professional qualifications, demonstrated abilities and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the foundation's service needs and business requirements.

All personnel decisions are made without discrimination based on race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, genetic predisposition or carrier status, marital or familial status, domestic partner status, veteran or military status, sex, sexual orientation or any other characteristic protected by federal, state, or local law (each a "protected characteristic").



Job Announcement

This policy applies to all our activities, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge. This policy also bans discriminatory harassment. Qualified applicants will be considered for employment without discrimination based on prior arrest or conviction.

HOW TO APPLY:

For employment consideration, please submit application to jobs@wpfund.org. Subject Line: “[Your name]—Racial Justice PA.” All applications must include:

- a resumé;
- a thoughtful cover letter, including how you became aware of this opportunity (i.e. job portal, referral, etc.) and salary requirements (must specify actual amount and range); and
- one writing sample (no less than 3 and no more than 5 pages, attached in PDF format).

No phone calls please.

NOTE: At this time our preference is that applicants have work authorization to work in the United States. If you need sponsorship please let us know in your cover letter.

The application deadline is January 26, 2018.